

UNITED STATES DEPARTMENT OF THE INTERIOR

Bureau of Land Management
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705-5354

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To: SDs

From: Director, Office of Fire and Aviation

Subject: New Bureau Special Retirement Program Coordinator

I am announcing that Sandy Tripp is the new Bureau Special Retirement Program Coordinator. Her office is located in the National Office of Fire and Aviation in the NIFC Human Resources Management Section.

Sandy comes to the Bureau from the Forest Service, where she spent over 21 years providing administrative advisory and analytical services in three levels of their organization, including the national level. For the last 12 years, her work experience has included providing human resource advisory services to the NIFC Forest Service Wildand Fire Operations Group.

Sandy will be responsible for Firefighter and Law Enforcement Retirement Program technical assistance and training, on a Bureau-wide basis. She will provide analysis of program trends and problems, and recommend change or resolution strategies. She will serve as the liaison between the Bureau and the Department's Firefighter and Law Enforcement Retirement Team (FLERT). Sandy will facilitate the recommendation and approval process for special retirement coverage determination of position descriptions. She will analyze trends and make recommendations to management concerning the development and implementation of new Bureau-wide standard firefighter and law enforcement position descriptions as well as coordinate and facilitate the firefighter and law enforcement standard position description workgroup meetings. She will **not** be involved in the processing of individual claims for special retirement coverage. Such claims will continue to be handled by FLERT.

In the future, all requests for Special Retirement Program technical assistance, training and firefighter or law enforcement retirement position description coverage determinations should be directed to Sandy's attention. She can be reached by phone at 208-387-5627. Her mailing address is: National Office of Fire & Aviation, NIFC, 3833 South Development Avenue, Boise, ID 83705.

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